



# Continuous Instructional Improvement Technology System



## Implementing CIITS: Empowering Kentucky's Teachers and Leaders for Success



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- ❖ Updates and Important Information with Q & A
- ❖ Topic Information
  1. CIITS Usage
  2. School & District Reports:  
Lyndsey Robinson
  3. Feedback at KySTE
  4. Questions ?





# CIITS Update

On Friday night 2/20/2015 Pearson applied an update in CIITS that extended the Summary of Evidence forms to PPGES and OPGES (in addition to TPGES).

This update will also allow for suppressing numeric scores in Observation forms and individual Observation reports. Instead of displaying a numeric score from 1-4, it will display the rating names: Ineffective, Developing, Accomplished, and Exemplary. Note that the Observation Summary Report and EDS Dashboard web-parts will still display the 1-4 scores until the 16.3 version update.





# CIITS Update Hotfix

- An issue where some Leadership see the "Actions" link for a submitted Student Growth Goal, but clicking on the link does not produce the drop-down list to Review or Approve
- An issue where some Peer observations are being labeled as "Leadership" (there is currently a script running every 2 hours to correct these)
- An issue where an observation is not being saved for District Leadership who change their default institution to a school level
- An issue where some teachers are unable to see their own comments in a Student Growth Goal they have submitted
- An issue where some observations show a status of "scheduled" instead of "in-progress"
- An issue where PBS Learning resources are not accessible by users with the Leadership role
- An issue where printing Lesson Plans (PDF) does not include all of the content in the Lesson Plan

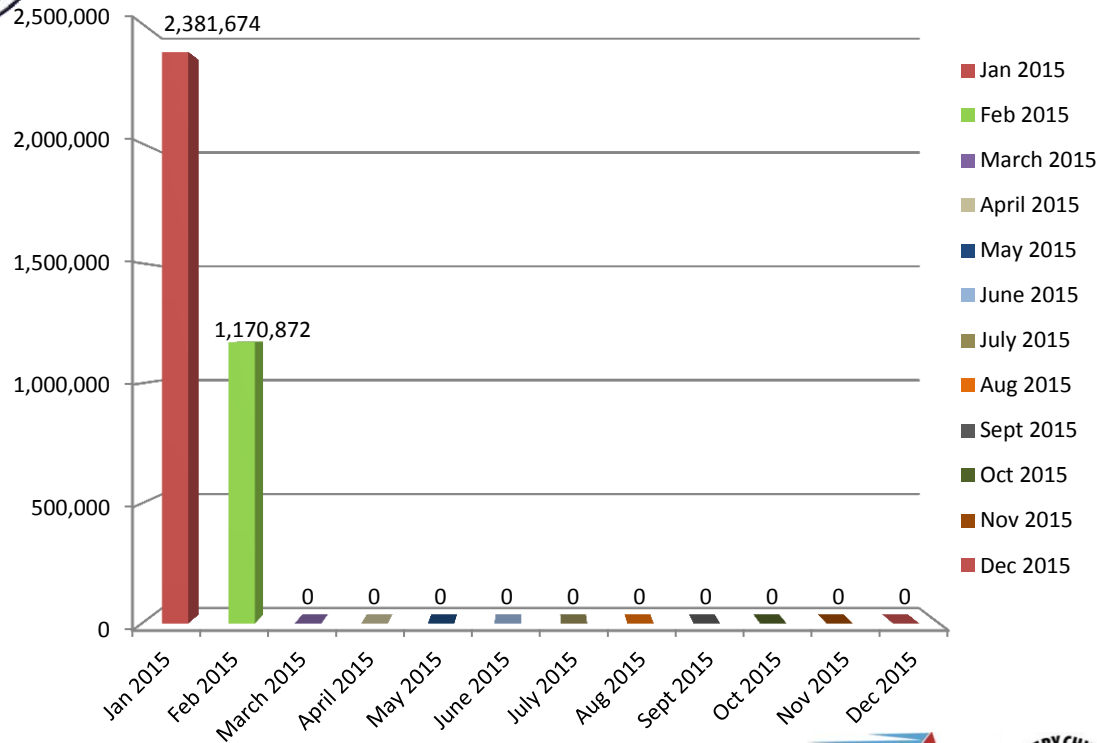
## Improved Schools & Districts



## Overall CIITS Usage 2015

Since January 2015...

- 3,552,546 logins
- 47,772 unique teacher / leadership logins
- Accessed by
  - 98% of Superintendents
  - 95% of Principals
  - 98% of CAOs
  - 99% of DACs
  - 98% of CIOs

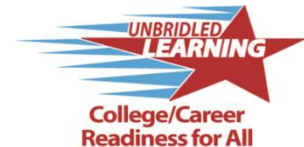






# School & District Reports Agenda

- 1. School & District Data Overview***
- 2. Report Bank***
- 3. Pre-Formatted Reports***
- 4. Custom Reports***
- 5. Analysis Spreadsheets***
- 6. Student Performance***
- 7. Publishing Reports to School & District Banks***
- 8. Publishing Reports to Teachers***





# School & District Data

❖ **Access** depends on your roles and permissions within CIITS

- **Leadership & Specialists** can view **Student & Aggregate Level** Data
  - **District level** access to **all schools**
- **Analysts** can view **Aggregate Level** Data
  - **School level** only access to the **schools you are assigned**
- **Teachers** can view **Student Level** Data
  - **Teachers** can only view **their students**

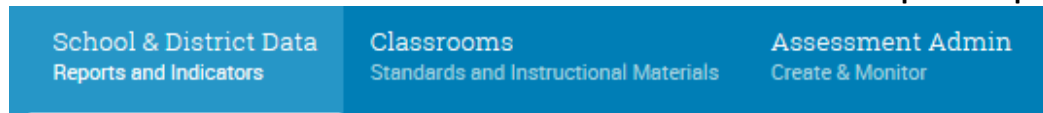




# School & District Reports

Users with **Leadership, Specialist & Analyst** roles have access to **School & District Data** in CIITS

Scroll over the School & District Data tab to see the different report options available



School & District Data

**Benchmark Tests** –  
allow the user to run  
reports for school and  
district interim  
assessments that  
were created,  
assigned and taken in  
CIITS



## Dashboard

Key facts and figures about your students, school, and district

**Benchmark Tests**

Report Bank



## Report Builder

Create views of data that suit your specific needs

Pre-Formatted Reports

Custom Reports

**Course / Section Lists**



My Reports

**Saved Reports**

**Saved Reports** –  
reports a user has  
created and  
saved

Find courses / sections that match these multiple criteria:

School Year:	2014-2015	▼
School Type:	-- All School Types --	▼
School:	-- All Schools --	▼
Grade Level:	-- All Grade Levels --	▼
Department:	-- All Departments --	▼
Course:	-- All Courses --	▼
Teacher:	-- All Teachers --	▼

View at:

☒ Course Level

☐ Section Level

Enrollment:

☒ Current enrollment

☐ All students enrolled in year

Go

**Course/Section Lists** – allow the user to run reports for students  
enrolled in specific courses and/or sections (by teacher)

[QRC: School &  
District Data  
Module Overview](#)



# Report Bank

Access the Report Bank → Roll cursor over **School & District Data** click on **Report Bank**

**School & District Data**  
Reports and Indicators

**Classrooms**  
Standards and Instructional Materials

**Assessment Admin**  
Create & Monitor

**Educator Development**  
Goals, Performance, PD

**School & District Data**

**Dashboard**  
Key facts and figures about your students, school, and district

**Benchmark Tests**

**Report Bank**

**Report Builder**  
Create views of data that specific needs

**Pre-Formatted Reports**

**Custom Reports**

**Course / Section Lists**

**Institution** Boyle County

**Filter By** ☐ View All ☒ Category ☐ Top Report

**Search**  **Go**

*Depending on your role you may choose to view District Level (County) Reports or Select a specific school to view School Level Reports*



# Report Bank

Report Bank → Available Categories

<div>+ College and Career Ready Reports</div>	<div>+ KPREP End-of-Course Reports</div>
<div>+ DEA Reports</div>	<div>+ KPREP/ALT-KPREP Reports</div>
<div>+ EXPLORE/PLAN/ACT Reports</div>	<div>+ Limited English Proficiency Reports</div>
<div>+ GAP Diagnostic Reports - Elem &amp; Middle Schools</div>	<div>+ MAP Reports</div>
<div>+ GAP Diagnostic Reports - High Schools</div>	<div>+ Star Reports</div>
<div>+ Gifted &amp; Talented Reports</div>	<div>+ Student Growth Reports</div>
<div>+ Kindergarten Reports</div>	<div>+ Students with Disabilities Reports</div>

Click on Plus  
Sign to Drill  
Down and  
view available  
Reports

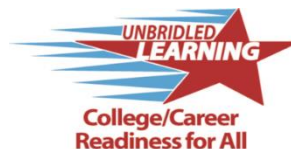
<div>MAP Reports</div>
<div>*2014-2015 MAP Mathematics Analysis</div> <div>(Districts) Detailed student breakdown of Mat... more</div>
<div>*2014-2015 MAP Reading by Race Reporting...</div> <div>(Districts) Stacked Bar Chart with Race Repor... more</div>
<div>*2014-2015 MAP Results By Subject and Grade</div> <div>(Districts) All subjects, all test administration... more</div>

**Example:**  
**Updated 2014-2015**  
**MAP Reports**

*\* Most updated  
reports on top*

<div>+ Uncategorized</div>
----------------------------

May be additional Reports in Uncategorized





# Report Bank

Report Bank → Updated Reports Available

## Gifted & Talented Reports

\*2013-2014 GT K-Prep (Math)  
(Districts) This report will run for all Gifted &...  
[more](#)

\*2013-2014 GT K-Prep (Reading)  
(Districts) This report will run for all Gifted &...  
[more](#)

\*2013-2014 GT K-Prep EOC (Alg. II)  
(Districts) This report will run for all Gifted &...  
[more](#)

\*2013-2014 GT K-Prep EOC (Eng. II)  
(Districts) This report will run for all Gifted &...  
[more](#)

**2013-2014 Gifted & Talented (GT) K-Prep & K-Prep End-Of-Course Reports**

## Limited English Proficiency Reports

\*2013-2014 LEP K-Prep (Math)  
(Districts) This report will run for all Limited ...  
[more](#)

\*2013-2014 LEP K-Prep (Reading)  
(Districts) This report will run for all Limited ...  
[more](#)

\*2013-2014 LEP K-Prep EOC (Alg. II)  
(Districts) This report will run for all Limited ...  
[more](#)

\*2013-2014 LEP K-Prep EOC (Eng. II)  
(Districts) This report will run for all Limited ...  
[more](#)

**2013-2014 Limited English Proficiency (LEP) K-Prep & K-Prep End-Of-Course Reports**

## Star Reports

\*2014-2015 STAR Early Literacy by Race Repo...  
(Districts) Stacked Bar Chart with Race Repor...  
[more](#)

\*2014-2015 STAR Mathematics Analysis  
(Districts) Student Detailed Analysis of Math...  
[more](#)

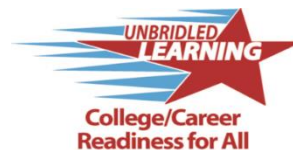
\*2014-2015 STAR Reading by Race Reporting...  
(Districts) Stacked Bar Chart with Race Repor...  
[more](#)

**2014-2015 STAR Reports**

## Student Growth Reports

\*2013-2014 Student Growth Report for Distric...  
2013-2014 Student Growth Percentile report  
[more](#)

**2013-2014 Student Growth Reports**





# Report Bank

Report Bank → 2013-2014 GAP Diagnostic Reports to support CSIP & CDIP with ASSIST

☐ GAP Diagnostic Reports - Elem & Middle Schools

☐ GAP Diagnostic Reports - High Schools

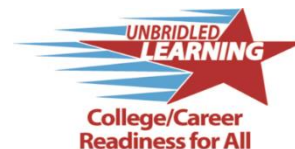
## **Elem & Middle Schools:**

- **Supporting Evidence (LEP Detail)**
- **Supporting Evidence (LEP Student Growth)**
- **Supporting Evidence (LEP Summary)**
- **Supporting Evidence (Race Detail)**
- **Supporting Evidence (Race Student Growth)**
- **Supporting Evidence (Race Summary)**
- **Supporting Evidence (Special Ed Detail)**
- **Supporting Evidence (Special Ed Student Growth)**
- **Supporting Evidence (Special Ed Summary)**

## **High Schools:**

- **Supporting Evidence (Algebra II - Mathematics)**
- **Supporting Evidence (Algebra II & English II)**
- **Supporting Evidence (English II - **English**)**
- **Supporting Evidence (English II - **Reading**)**

QR: GAP  
Diagnostic Report

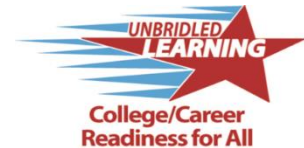


Improved  
Schools & Districts



# Report Bank


# QUESTIONS ?





# Pre-Formatted Reports

Access Pre-formatted Reports → Roll cursor over **School & District Data** click on **Pre-Formatted Reports**

**School & District Data**  
Reports and Indicators

**Classrooms**  
Standards and Instructional Materials

**Assessment Admin**  
Create & Monitor

**Educator Development**  
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School &amp; District Data

**Dashboard**  
Key facts and figures about your students, school, and district  
Benchmark Tests  
Report Bank**Report Builder**  
Create views of data that suit your specific needs  
**Pre-Formatted Reports**  
Custom Reports  
Course / Section Lists**My Reports**  
**Saved Reports**





## Pre-Formatted Reports

### Standardized Assessment Reports

- [Standardized Assessment Performance](#)  
This report analyzes student performance on standardized tests.

### Benchmark Test Reports

- [Benchmark Performance by Standard](#)  
This report analyzes student performance on district benchmark assessments by standard.
- [Benchmark Performance by Subject](#)  
This report analyzes student performance on district benchmark assessments by subject.
- [Benchmark Test Item Analysis - New Format](#)  
This report analyzes how students answered each question of a benchmark test. The report supports gridable-type test questions.
- [Benchmark Test - Score Group Analysis](#)  
This report analyzes how students performed on one benchmark test. Results are grouped by score group for a teacher within a specific school

### Demographic Reports

- [Demographic Overview](#)  
This report provides a summary analysis of student demographic data according to gender, ethnicity, and grade.
- [Disciplinary Infractions](#)  
This report analyzes student discipline by infraction data.

*Pre-Formatted Reports Available*  
*Click on name of report → Choose Report Parameters*

#### 1. Which students do you want to report on?

School Type

School

Grade Level

*"Test Year" will determine which "Test Name" options are available (depending if data has been loaded to CIITS)*

#### 2. Which standardized test data do you want to use?

Test Year

Test Name

Test Level

Test Instance

Subject/Section

Sub-Section

#### 3. Which enrollment dates do you want to use?

☒ Current Enrollment  
☐ Total Enrollment  
All students enrolled in

☐ Range  
Start date   
End date

*Want to search on one day? Set the start and end date as the same day.*

#### Chart style

- ☒ Table  
☐ Graph

#### Paging

☐ Divide this report into multiple views, one for each  
School Type

**Run Report**

*Current Enrollment (students enrolled at the point in time when you run the report)*  
*Total Enrollment for a year (all students enrolled during that school year)*

**career  
for All**





# Pre-Formatted Reports

## Pre-formatted Report for MAP: Aggregated 2014-2015 MAP Data for an entire District

**Recommended Reports** → Student Growth Reports  
**My Reports** → Any Reports You Have Created & Saved  
**Advanced** → Create Your Own Report From Scratch

Note: Only students you have permission to view are displayed.

Student 1 - 50 of 625

< Prev. 50

Next 50 >

Mouse, Mickey :

→ Create a report with this Student Set  
Select a report below.

Recommended

My Reports

Advanced

Save Report

Create PDF File

Export to Excel

Options to Save, Create  
PDF or Export to Excel

Data Selections (edit)

Institution(s): All School Types, All Schools

Grade: All Grade Levels

School Year: 2014-2015

Test Type: MAP Level All Test Levels

Test Instance: All Test Instances

Section: All Subject/Sections: Overall

Enrollment: Total for 2014-2015

Parameters for Report  
(click edit to change the  
parameters)

Click on any number within the table to drill  
down and view a student listing for that group  
(only available for leadership and specialist)

### Standardized Test Performance Report - Single Year

		High (67-100)	Average (34-66)	Low (1-33)	Total Unique
Reading	Reading	625	842	733	2,198
Language Usage		398	596	549	1,543
Mathematics		431	885	885	2,200
Total Unique		837	1,379	1,088	

### Total Student Population

97	98	99	KG	01	02	03	04	05	06	07	08	09	10	11	12	14	Total Unique
2	26	59	212	241	231	200	197	193	231	206	215	270	251	258	200	1	2,988

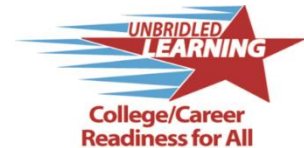
QRC: Creating Pre-Formatted Reports

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# Pre-Formatted Reports


# QUESTIONS ?





# Custom Reports

Access Custom Reports → Roll cursor over **School & District Data** click on **Custom Reports**

**School & District Data**  
Reports and Indicators

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Pre-Formatted Reports  
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Course / Section Lists**My Reports**  
**Saved Reports**



# Custom Reports

Custom Reports or Analysis Spreadsheets start with a **Student Set**

Start building your Custom Report or Analysis Spreadsheet

## Define Student Set

Create a Student Set to use in your custom report.

### Build a Custom Report With All Students

Build your custom report with all available students.

### Choose a Saved Student Set

Build your custom report with a Saved Student Set

### Course / Section Lists

Find courses and sections. Run reports on the students enrolled in those courses and sections

## Define Student Set

Student Set: 5,049 Students

Save Student Set

You have selected all students in all years.

No filters have been defined.

### Filter(s) Created

Filter 1

No filter defined

### Create Filter 1

→ Select Filter Type →

Course/Section  
Course/Section Enrollment  
Enrollment  
Demographic Data  
Programs  
Benchmark Tests by Standard  
Benchmark Tests by Subject  
Standardized Assessments  
Attendance & Discipline Totals  
Discipline: Number of Responses  
Discipline: Number of Infractions  
Benchmark Item Analysis

Cancel

Apply Filter

After defining each filter click Apply Filter (student set numbers will update after applying a filter)

After defining your student set choose one of the following options

### Finished defining?

With this student set I would like to...

- ☒ Build Custom Report  
☐ Continue to Analysis Spreadsheet  
☐ Run with Saved Report

Click Go

Go

Custom Report – Aggregate  
Analysis Spreadsheet –  
Student Listing / Columns

*\*Student Set – is NOT the Data you want on the report, but the set of students you want to be used for the data*

*Watch this number to determine how many students are in your current set*

*Create the filters needed to define your student set*

# Improved Schools & Districts



## Custom Reports (Aggregate)

Standardized Assessment

School Enrollment

Program Enrollment

Course/Section Enrollment

Attendance & Discipline Totals

Number of Disciplinary Infractions

Number of Disciplinary Responses

Go to Viewing Options

Run Report

View Options

Table

Pie Chart

Vertical Bar Graph

Vertical Stacked Bar Graph

Line Graph

Horizontal Bar Graph

Horizontal Stacked Bar Graph

*Choose your viewing option*

*Choose your data*

*Run your report*

QR:  
Creating  
Custom  
Reports

# Custom Reports

## Analysis Spreadsheet (Student Listing / Columns)

Define Column 1

Analyze By:

– Select One –

Attendance

Benchmark

Schl & Program Enrollment

Standardized Assessments

Student Demographics

Disciplinary Infraction

Add Column

Finished Defining?

Preview Spreadsheet

Export to Excel

Save to My Saved Reports

*Add up to 26 columns*

*Choose how you would like to view your spreadsheet, or you can save and use later*

UNBRIDLED  
LEARNING

College/Career  
Readiness for All

EVERY CHILD

PROFICIENT & PREPARED FOR  
SUCCESS

Kentucky Department of Education

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# Custom Reports

# QUESTIONS ?







# Student Performance

**Leadership, Specialist & Teacher** roles have access to **Student Performance** in CIITS  
Scroll over the **Classrooms** tab and click on **Student Performance**

The screenshot shows the CIITS interface. At the top, there is a blue navigation bar with four tabs: a home icon, "School & District Data Reports and Indicators", "Classrooms Standards and Instructional Materials", and "Assessments and Reporting". The "Classrooms" tab is selected, and a red arrow points to it from the text above. Below the navigation bar, the "Classrooms" section is displayed. It contains three main options: "Student Performance" (with a bar chart icon and a red box around it), "Student Groups" (with a person icon), and "Student Workspaces" (with a star icon). The "Student Performance" option includes the text "Analyze by test, standard, section and skill".

School & District Data  
Reports and Indicators

Classrooms  
Standards and Instructional Materials

Assessments and Reporting

Classrooms

**Student Performance**  
Analyze by test, standard, section and skill

**Student Groups**  
For differentiated instruction

**Student Workspaces**  
Manage and comment on authentic student work



# Student Performance

Choose the **Section** to view student performance  
(order will vary based on your role)

Choose the  
School

Choose the  
Section or  
All Sections

May choose Prior year data

Choose  
the  
Teacher

## Student Performance

### Section Chooser

Junction City Elementary School

SMITH, JOHN

PHYSICAL EDUCATION - All Sections

Past Years' Sections ▾

Past Years' Sections ▾

2014-2015 Current

2013-2014

2012-2013

Benchmark

Classroom Test

Item

Skills

Standards

Summary  
Statistics

Student  
List

Student  
Analysis

To view a report, select a category then click a report name.

Category All Categories ▾

Reports 1 - 1 of 1

Report Name ▾

[Student Growth Report For Teachers \(2013-2014\)](#)

Student Growth Report for Teachers

• From Junction City Elementary School Report Bank

Last Modified ▾

2/12/2015

Category ▾

Student Growth Reports

Advanced: Create your own report

Click to create an Analysis Spreadsheet (set  
of columns) to go with this list of students

Where Teachers can find Reports  
(Column Sets) published to them

Click on the Student  
Analysis Tab

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# Student Performance

# QUESTIONS ?





# Publishing Reports

Leadership can publish reports to the District or School Bank

## Steps to Publishing Reports (To District or School Bank)

### Save Report

\* Required fields

#### General attributes

\*Name:

\*Description:  
(Maximum 260  
characters)

Note: The description you enter will also appear on any printed versions of this report.

\*Save as:

- ☒ Complete Report (Parameters + Student Set)  
☐ Report Parameters only

#### Organizers

Category:

Uncategorized



Grade range:



to



Subject:



Custom Reports

Run Report

Finished Defining?

Preview Spreadsheet

Save Report

Student Set: 4,14

Save Columns

Cancel

Save Report

1. Create Custom Report

2. Run Report or view Spreadsheet

3. Save Report or Columns

4. Fill out all \*Required Fields

5. Chose Complete Report

6. Save Report

# Publishing Reports

## Steps to Publishing Reports (To District or School Bank) Cont.

7. Go to Saved Reports



My Reports  
Saved Reports

Run Report

• Delete Report  
• Publish

*You can only publish to 1 bank at a time. If you wish to publish to both, run the report, resave it and publish it to the other bank.*

8. Click Publish next to the report you want to publish

9. Choose to Publish to District (county) or All School Banks

Select Recipient Report Bank(s)

Publish to ☒ Boyle County Report Bank ☐ All School Banks

10. Choose the Users you want to have access to the report

Select Security Options

Select All Unselect All

- ☐ Teacher
- ☒ Leadership
- ☐ Employee
- ☒ Specialist
- ☒ Analyst

11. Publish Report

Cancel

Publish Report

**Remember the following:**

Leadership & Specialist can view Aggregate & Student Level Data

Analyst can only view Aggregate Data



# Publishing Reports

Leadership can publish reports to **Teachers**

## Steps to Publishing Reports (To Teachers)

1. Create Custom Report → **Custom Reports**  
*Click "Define a Student Set", but don't worry about defining it*
2. Continue to Analysis Spreadsheet and Click Go
3. Define the Columns
4. Go to Spreadsheet or Preview Spreadsheet

*You can only publish Analysis Spreadsheets to Teachers*

5. Save Columns
6. Fill out all \*Required Fields & Choose "Report Parameters Only"

7. Save Report

# Publishing Reports

## Steps to Publishing Reports (To Teachers) Cont.

[QRC:  
Publishing  
Reports](#)

8. Go to Saved Reports



My Reports  
Saved Reports

Run Report

• Delete Report  
• Publish

9. Click Publish next to the report you want to publish

10. Choose to Publish to All School Banks

☐ District Banks ☒ All School Banks

11. Choose Teacher

### Select Security Options

Select All Unselect All

☒ Teacher

☐ Leadership

12. Click Publish Report

Cancel

Publish Report

**Remember the following:**  
Teachers can find and run these reports  
by going to Student Performance and the  
Student Analysis Tab

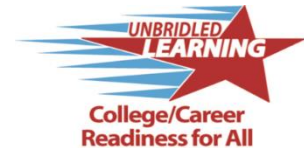


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# Publishing Reports

# QUESTIONS ?





For Questions regarding Running,  
Creating & Publishing Reports in CIITS  
please contact Lyndsey Robinson at  
[lyndsey.robinson@education.ky.gov](mailto:lyndsey.robinson@education.ky.gov)



# Feedback at KySTE

1. See us at the Booth (Thursday)
2. Interactive Survey Link Available at Sessions (Wednesday) & Booth (Thursday)
3. Focus Group (Friday)

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Schools & Districts



# QUESTIONS ?

